

Code of Conduct and Safeguarding Guidance for Volunteers



April 2019

The schools of Riviera Education Trust provide a safe, happy and stimulating environment where its pupils can develop as successful learners, confident individuals and responsible citizens. We believe in creating a whole-school, whole-Trust culture that is safe and inclusive.

Introduction

This document provides a guide for adults working in schools (including staff, governors, trainee teachers, volunteers and visitors) about acceptable and desirable conduct to protect both adults and children. It refers to and complements other policies and guidance including:

- Safeguarding Policy
- Child Protection Policy
- Equalities Statement
- Positive Behaviour Management Policy
- E-Safety Policy
- Acceptable Use Policy
- Health and Safety Policy
- Intimate Care Policy
- Keeping Children Safe in Education (September 2018)
- Working Together to Safeguard Children (July 2018)
- Whistleblowing Policy
- SEND Policy
- Data Protection Policy

These policies are based on the Department for Education document 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings', in which can be found useful examples of acceptable and unacceptable conduct, together with 'Keeping Children Safe in Education'. All adults working in school must have read these documents and know the name and how to contact the Designated Safeguarding Leads in the school. They should also be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people.

Designated Safeguarding Lead (DSL):	Mrs Sam Meyer
Deputy Designated Safeguarding Lead:	Mrs Kate Mullen
Safeguarding Team	Mrs Natasha Rose Miss Jennifer Carter Mr Stewart Biddles Mrs Natasha Rose Ms Debbie Jackson
Safeguarding Governor	Mrs Kerry Hallums

Basic Principles

- The child's welfare is paramount (Children Act 1989)
- Adults working in school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions
- Adults working in school must work and be seen to work in an open and transparent way
- Adults should discuss and/or take advice promptly from a senior member of staff about any incident which could give rise for concern
- A record should be kept of any such incident and of decisions made/further actions agreed, in accordance with school record keeping policy
- Adults should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

1. Setting an Example

1.1 This policy helps all adults to understand what behaviour is and is not acceptable.

1.2 Adults must not discriminate, harass or victimise someone because they have or are perceived to have a protected characteristic as defined by the Equality Act 2010 or are associated with someone who has a protected characteristic. Protected characteristics are:
· age · disability · gender reassignment · marriage and civil partnership · pregnancy and maternity · race · religion of belief · sex · sexual orientation

1.3 All adults who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore, for example, avoid using inappropriate or offensive language at all times.

1.4 All adults must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

2. Safeguarding

2.1 Staff have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect and should be familiar with the child protection procedures within the school

2.2 The duty to safeguard pupils includes the duty to report concerns about a child to the school's Designated Safeguarding Lead (DSL) or concerns about a colleague to the headteacher

2.3 All adults will be familiar with the school's safeguarding and child protection policies and Keeping Children Safe in Education 2018. In particular, this includes recognising possible indicators of abuse, how to report a concern to the safeguarding leads and what to do if a child is at risk of serious harm.

2.4 Adults should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

2.5 Adults should not demonstrate behaviours that may be perceived as making jokes at the expense of pupils, embarrassing or humiliating pupils, discriminating against or favouring pupils.

2.6 Adults must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare. This includes, ensuring adults are aware of how to contact the Named Person and/or caretaker when on the school site, awareness of fire evacuation procedures and exits from different parts of the school site, completion of appropriate risk assessments, arrangements for first aid, access to toilets, routes and lift access for disabled users of the site, awareness of how to contact school staff if there are concerns about conduct or behaviour of pupils or parents, awareness of how to report a health and safety risk to a member of the caretaking team.

3. Relationships and contact between adults - the public, parents and pupils

3.1 Adults should always act in a courteous, efficient and impartial manner towards all individual pupils, groups of pupils, adults and individuals. Adults must always observe proper boundaries appropriate to their position.

3.2 All adults should sign in using the school's InVentry and display their swipe badge when volunteering at the school. This should not be used at any other time or when on the school site in another capacity.

3.3 Adults must help create a positive working relationship and behave in a manner which ensures and promotes acceptable behaviour.

3.4 Adults must declare any relationships that they may have with pupils outside of school; this may include mutual membership of social groups, tutoring, or family connections. Adults should not assume that the school are aware of any such connections. Adults must not show favouritism.

3.5 Relationships with pupils must be professional at all times. Any physical contact with pupils should be professional and age-appropriate. with a mindfulness of how the child feels about the contact and how it presents to others. It is good practice to seek a

child's permission before physical contact, e.g. "I think you've knocked your arm, do you mind if we roll up your sleeves to take a look?" Physical contact is permitted, particularly if a child is unsettled, distressed or injured. Adults need to be mindful of where children are contacted, i.e. stroking a child's back to soothe a child who is upset. Where a volunteer is unsure, they should seek support or advice from a member of staff or the Named Person. Physical relationships with pupils, including ex-pupils, are not permitted and may lead to a criminal conviction.

3.6 Contact with pupils must be via school authorised mechanisms (school emails are monitored and are considered to be an acceptable means of communication). At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.

3.7 If contacted by a pupil by an inappropriate route, adults should report as an e-safety concern via the designated safeguarding lead or a member of the safeguarding team.

4. Internet, Social Media and Mobile Technology – Acceptable Use

4.1 Adults must not engage in inappropriate use of social network sites which may bring themselves, the school or school community into disrepute. Adults should ensure that they adopt suitably high security settings on any personal profiles they may have.

4.2 Adults should exercise caution in their use of all social media or any other web-based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites: it is unlikely that adults will encounter pupils in this way but could encounter ex-pupils, parents, trainee teachers, volunteers.

4.3 There will not be any situation where volunteers will need to make direct contact with pupils via email or telephone outside of school hours. Where volunteers need pupil names to complete a school-based activity, e.g. list of pupils names for organisation of school photographs, list of Year 6 pupils for naming Year 6 hoodies, this data should only be available for use in school and should be shredded on completion.

4.4 Where contact needs to be made with parents, this should primarily be made through official school email or phone channels and, where possible, completed by school staff. Volunteers will not have access to parent contact information. For contact of a parent/carer in case of emergency, this will be conducted by a member of staff or the Named Person.

4.5 Photographs/stills or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures on school equipment.

4.6 All adults must leave mobile phones on silent/turned off when in school. Mobile phones must only be used out of the vicinity of children; in the staffroom or outside of the school grounds. In exceptional circumstances, a member of staff may have their mobile phone with them on silent, with prior agreement from a member of the School Leadership Team.

5. Confidentiality

5.1 It is highly unlikely that volunteers will need to have access to confidential information about pupils or their parents or carers to carry out their role in school. However, adults should be mindful that data protection requirements in relation to maintaining the confidentiality of pupils, their families, colleagues and any matters relating to the school itself applies to all forms of communication, including emails and social networking sites.

5.2 All adults are likely at some point to witness actions which need to be confidential. For example, where a pupil is upset or hurt by another child. This needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed directly with the child's parents/carers, outside the school nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter.

5.3 Adults have an obligation to share with the school's Designated Safeguarding Lead any information which gives rise to concern about the safeguarding, safety or welfare of a pupil immediately. Staff must never promise a pupil that they will not act on information that they are told by the pupil.

6. Dress and Appearance

6.1 All adults must dress in a manner that is appropriate to a professional role and promoting a professional image appropriate to a school setting. They must also consider health and safety implications, for example footwear should be worn which does not easily slip off the foot, e.g. shoes with laces or sandals with a buckled strap are suitable, whereas flip-flops or sliders are not.

6.2 Adults should dress in a manner that is not offensive, revealing or sexually provocative.

6.3 Adults should dress in a manner that is absent from political or other contentious slogans.

6.4 Tattoos should not cause offence or distraction and should be covered appropriately.

7. Acceptance of Gifts

7.1 It is reasonable for adults to accept modest gifts from pupils, especially at the end of a school year, after an event or at Christmas. The giving of gifts to pupils should be a small token and equitable to all pupils. The Trust has a separate policy on gifts/hospitality for gifts not of this nature.

8. Protocol for Reporting Incidents

8.1 All adults must:

- Report, to the headteacher or line manager, any inappropriate behaviour that they witness from members of staff or members of the public on school grounds
- Report any member of staff not behaving professionally
- Report any situations in which they are made to feel uncomfortable
- Preserve any evidence from such situations as may add to an investigation of inappropriate conduct

9. Compliance and Disciplinary Action

9.1 Adults should be aware that a failure to comply with the Code of Conduct could result in further action, including cessation of their voluntary role in school.

10. Finance

10.1 Accounts should be reported at each meeting and audited regularly.

10.2 Where possible, payments should be made electronically or by cheque.

10.3 All monies, including floats, should be kept in the safe on site at school. The safe key should only be held by those with delegated responsibility. Any monies collected should be banked in a timely manner. Monies should be counted and checked by more than one person.

10.4 For amounts over £2000, two persons should bank the monies.

In summary, all adults within Riviera Education Trust must:

- a. Have read, understood and work in accordance with the school's policies, including, in particular:
 - Safeguarding
 - Child Protection
 - Keeping Children Safe in Education, Part One (2018)
 - Health and Safety
 - E-Safety
 - SEND
 - Positive Behaviour Management
 - Whistleblowing
 - Acceptable Use Policy

All policies can be found on the school's website.